SETU E-Recruit Manager Guidelines

July 2024
Version 1.0

setu.ie

Ollscoil Teicneolaíochta an Oirdheiscirt
South East Technological University

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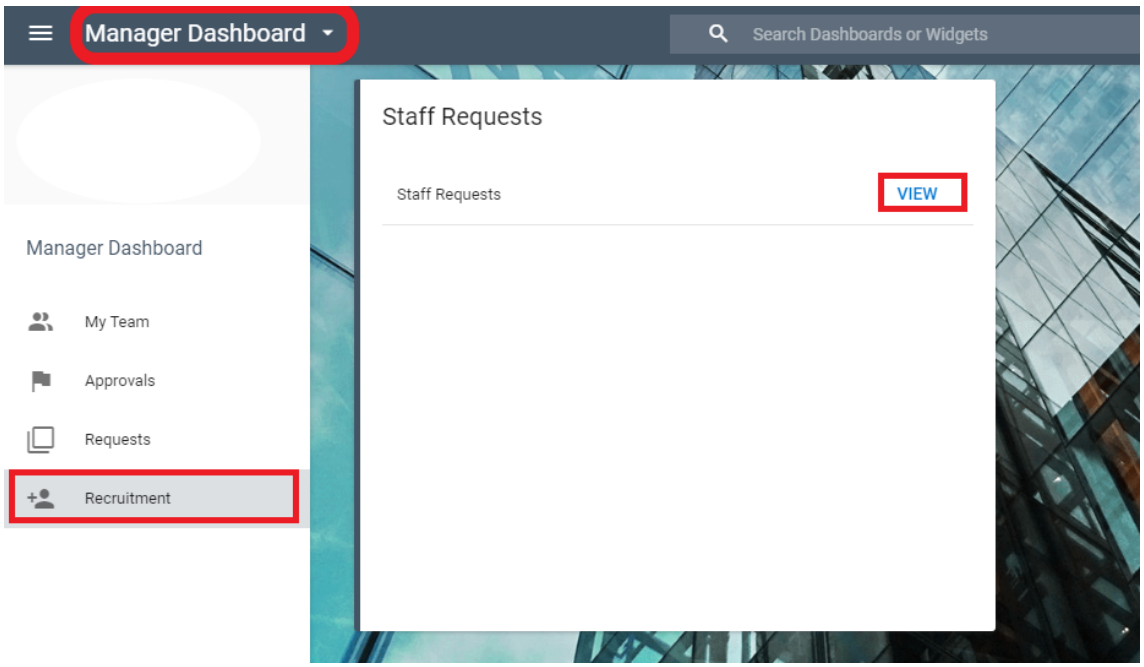
1. Create a Staff Request

1. Using Google Chrome log in to Core Portal.

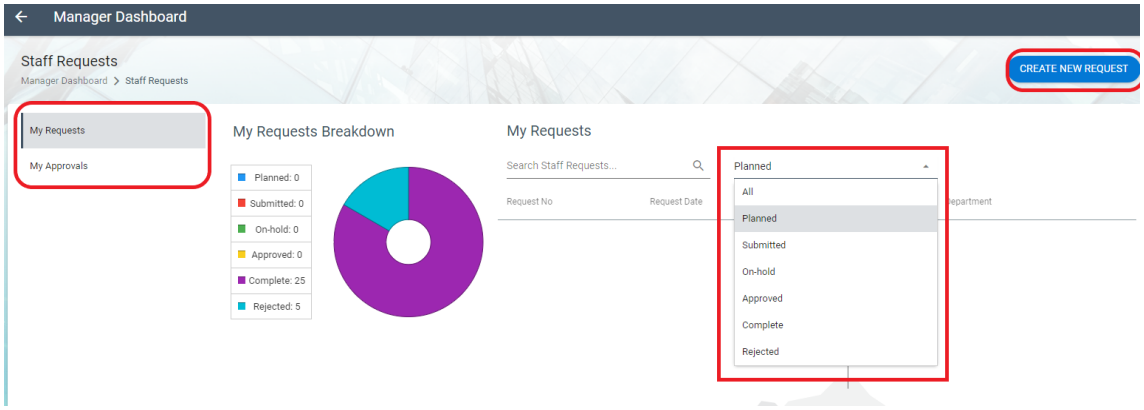
2. Select the Manager Dashboard.

3. Click on Recruitment on the left-hand menu and select “View” on the Staff Request widget.



4. On the next screen you will be able to perform the following three actions:

1. View **My Requests** and filter requests by planned, submitted, on-hold, approved, complete, rejected.
2. View staff requests awaiting your approval – **My Approvals**.
3. Create a new staff request.

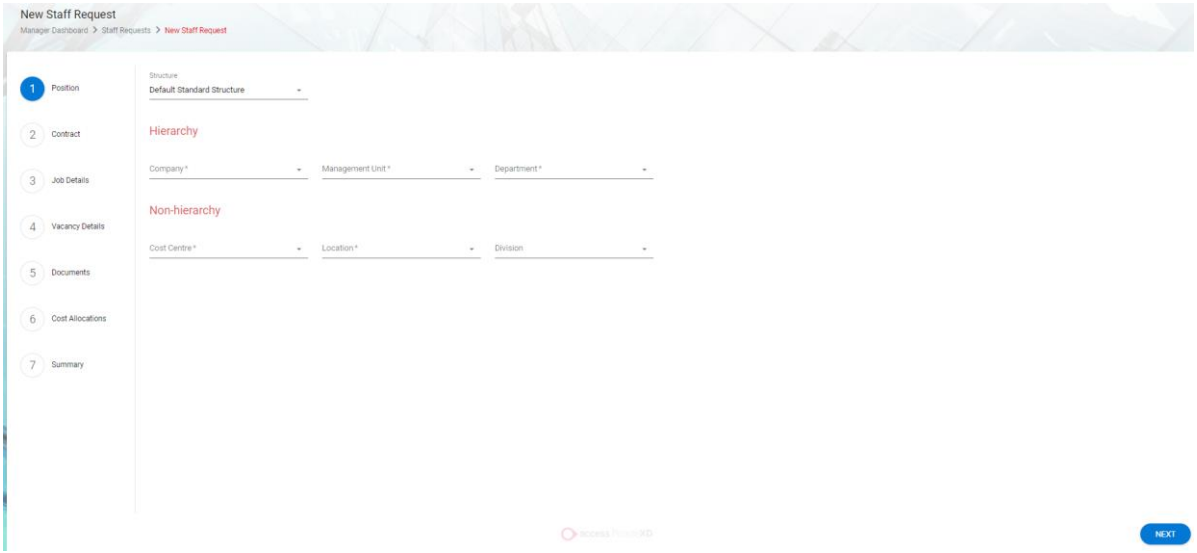


5. Click on the **Create New Request** button on the top right-hand corner of the screen:

6. Complete the information for each screen 1-6 of the staff request form as follows:

> **! Important point to note: The system does not save the details in screens 1-6 of the staff request until you click Save in screen 7 (Summary). Therefore, if you click the back button on the web browser before you have reached screen 7, any data you have entered will be lost.**

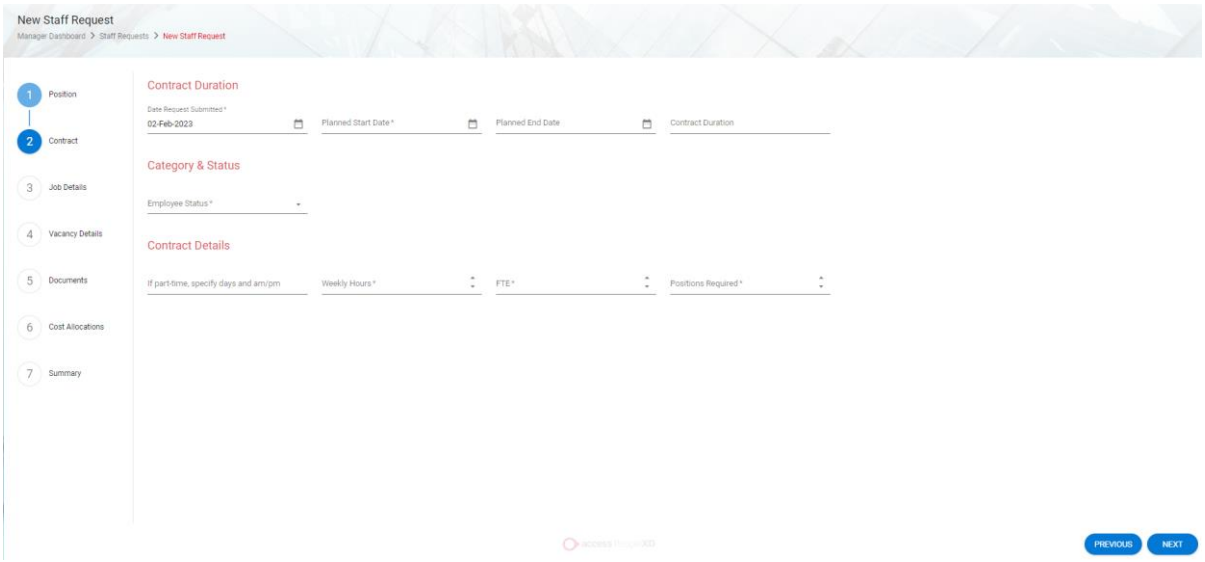
Screen 1: Position



Field	Description	Mandatory/ Optional	Feeds into the vacancy?
Structure	This will always be "Default Standard Structure"	N/A	N/A
Hierarchy			
Company	South East Technological University	Mandatory	Y
Management Unit	Choose appropriate Management Unit for the vacancy from the drop-down list	Mandatory	Y
Department	Choose appropriate Department for the vacancy from the drop-down list	Mandatory	Y
Cost Centre	Choose correct cost centre from the drop-down list	Mandatory	Y
Non-hierarchy			
Division	THIS FIELD IS NOT IN USE	N/A	N/A
Location	Choose appropriate location for the vacancy from the drop-down list	Mandatory	Y

Click on Next

Screen 2: Contract

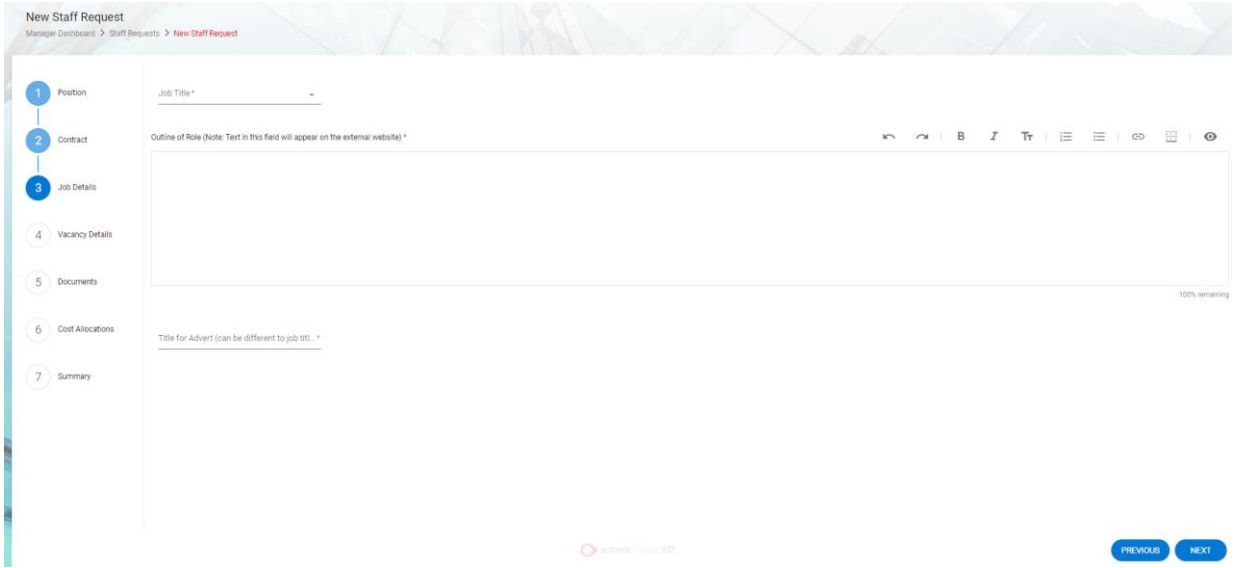


Field	Description	Mandatory/ Optional	Feeds into the vacancy?
Contract Duration			
Request Date	Enter date of request (i.e. today's date)	Mandatory	Y
Planned Start Date	Enter the Planned Start Date for the vacancy	Mandatory	N
Planned End Date	Enter the Planned End Date for the vacancy if known	Optional	N
Contract Duration	E.g. Permanent, 12 months, etc.	Optional	N
Category & Status			
Employee Status	Choose the appropriate Employee Status from the following options: • Casual Part-time (E.g. Associate Lecturers) • Permanent Whole time (Permanent, full time hours) • Pro Rata Part-time • Specified Purpose (e.g. maternity cover) • Temporary Part-time (Temporary but less than full time hours) • Temporary Whole time (Temporary, full time hours)	Mandatory	N
Contract Details			
Part Time	If part time, specify days and am/pm	Optional	N
Hours	Enter the weekly hours for the post, e.g. 35 hours (full time professional services staff), 16 hours (full time Lecturers, 18 hours (full time Assistant Lecturers), etc.	Mandatory	Y
FTE (Full Time Equivalent)	Enter the correct FTE for the post FTE = # weekly hours for post recorded in the Hours field **divided by** total weekly hours possible for the post: <u>Examples</u>	Mandatory	Y

	Lecturer post - 16 hours per week FTE = 16/16 = 1 **Assistant Lecturer post - 18 hours per week** FTE = 18/18 = 1 **Pro Rata Lecturer post - 10 hours per week** FTE = 10/18 = 0.555 **PMSS Grade IV post - 12 hours per week** FTE = 12/35 = 0.343 **PMSS Technician post - 20 hours per week** FTE = 20/36.5 = 0.548		
Positions required?	Record how many people will be hired from the vacancy	Mandatory	Y

Click on Next

Screen 3: Job Details

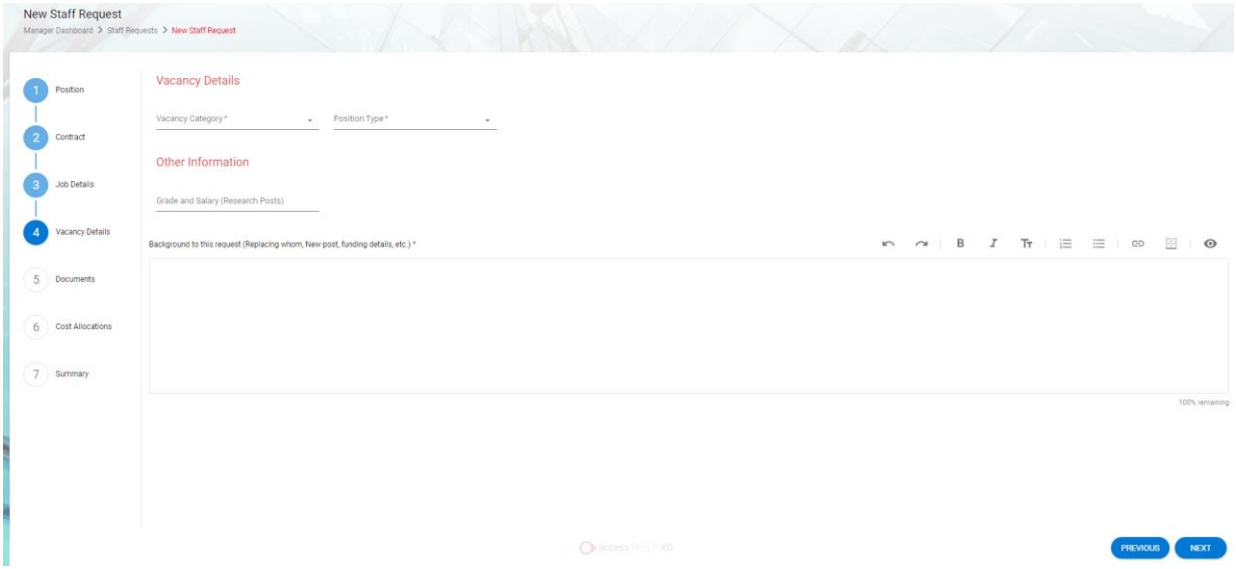


Field	Description	Mandatory/ Optional	Feeds into the vacancy?
Job Title	Select the job title from the drop-down list of job titles in the Core database. Partially typing the job title text will help to narrow down your search. If the exact job title you are seeking isn't available in the drop-down list you can request HR to add the new job title to the database. You will also have an opportunity to enter the exact job title for the role in the **Title for Advert** field.	Mandatory	Y
Outline of role	Enter a brief outline of the role (2-3 lines), including a **Job Overview** and **Key Responsibilities or Duties**. This will display	Mandatory	Y

	on the external site if not amended before the vacancy is advertised.		
Title for Advert	This is the Vacancy Title that will display on the external advert and can differ from the job title selected above if required. **NB: The Vacancy Title will also appear the list of vacancies in the recruitment widget.**	Mandatory	Y
Additional Information	Use this field to record any additional information in relation to the vacancy.	Optional	N
Person Shortlisting	Use this field to document who will be shortlisting the vacancy.	Mandatory	N

Click on Next

Screen 4: Vacancy Details



Field	Description	Mandatory/ Optional	Feeds into the vacancy?
Vacancy Details			
Vacancy Type	NB: Please take care to select the correct option for the **Vacancy Type** field as this field determines where the staff request is routed for approval. Please see table below for guidance regarding the correct option to select for the **Vacancy Type** field:	Mandatory	Y

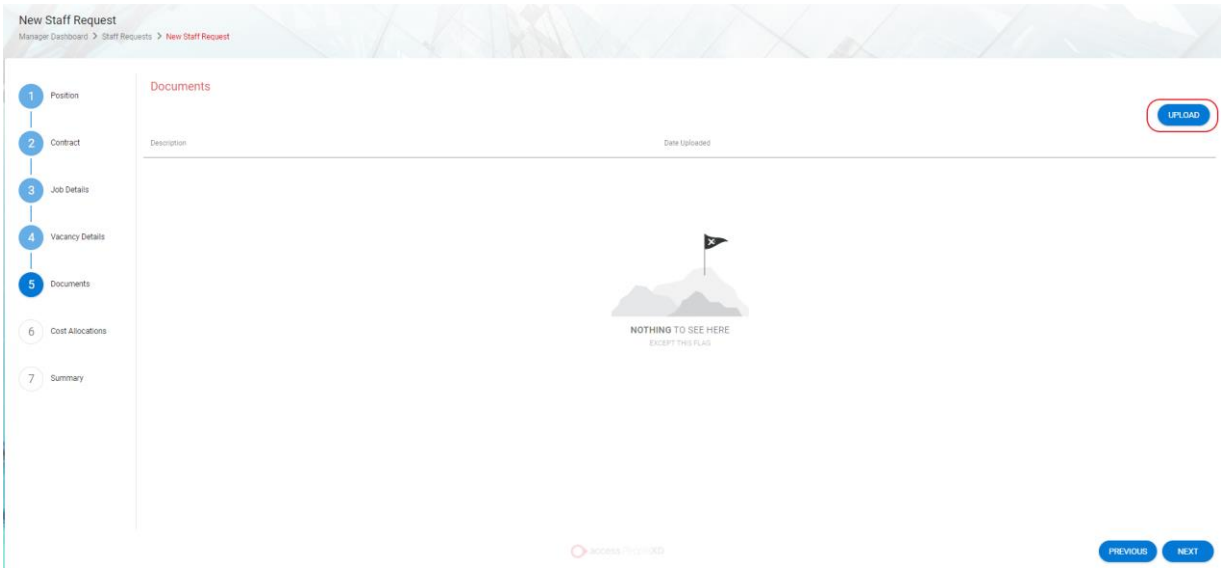
Staff Requester	Correct Vacancy Type option to choose
Carlow Campus Managers	CARLOW CAMPUS STAFF REQUESTS
Head of Department	Academic
Head of School	HOS Request
Head of Function and Research Centre	Managerial, Administration and Support
Principal Investigator	Research

VPs		Senior Management	
Walton Institute		TSSG	
Position Type	Select from one of the following options on the drop-down list: A. New Position B. Job Share C. Vacancy D. Secondment E. Career Break F. Replacement G. Acting Secondment H. Internship	Mandatory	Y
Other Information			
Grade and Salary (Research Posts only)	Enter a figure for salary if this post does not belong to the normal grading structure.	Optional	Y
Background to this request	Provide as much detail regarding the vacancy as possible, including whom it is replacing, if it is a new post, funder details, etc.	Mandatory	N

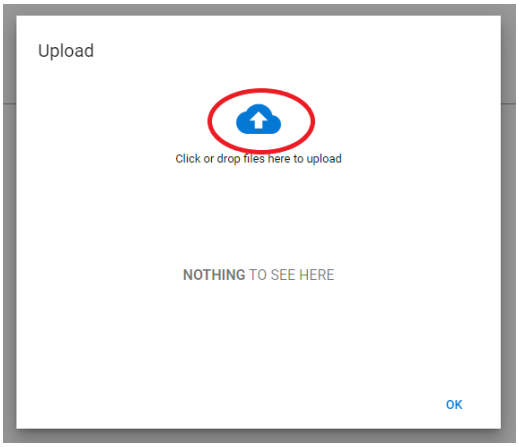
Click on Next

Screen 5: Documents

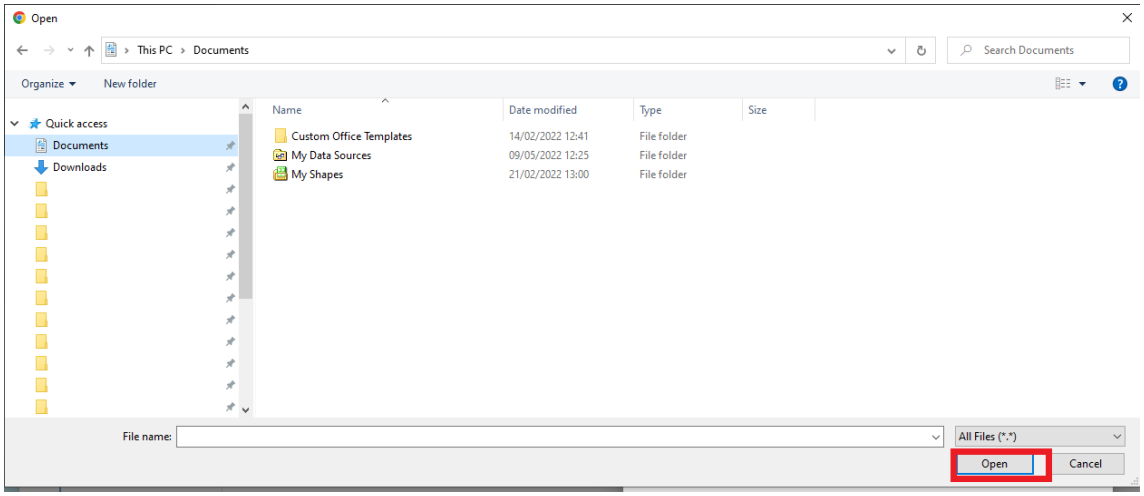
Step 1: Choose Upload



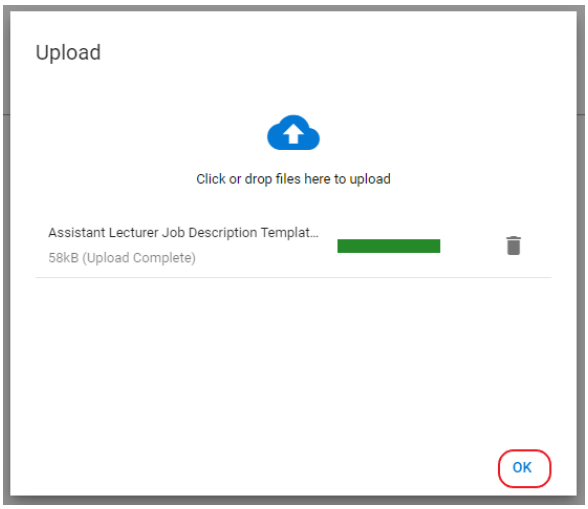
Step 2: Click on the arrow above Click or drop files here to upload

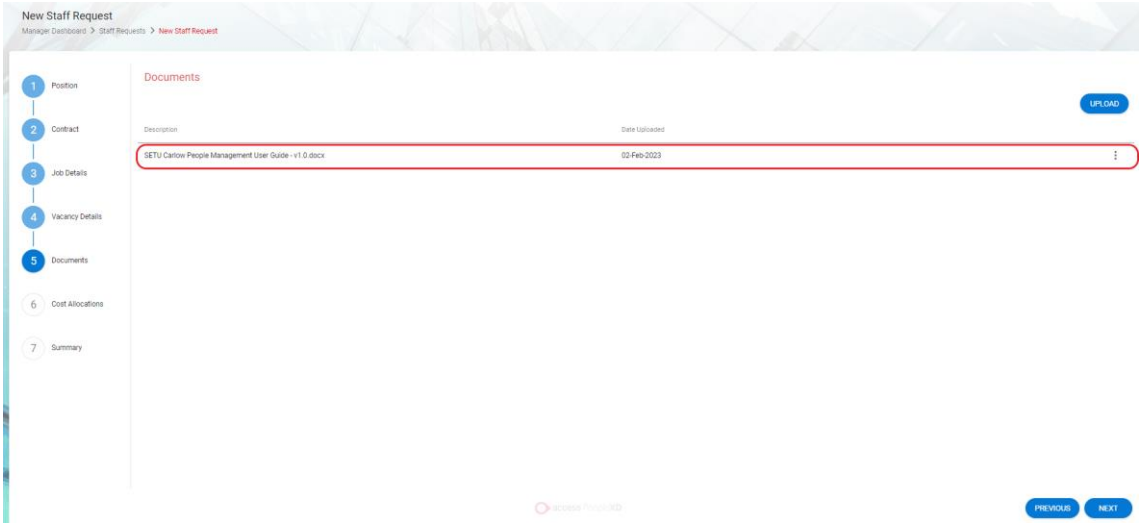


Step 3: Locate the file you wish to upload on the network drive and select Open



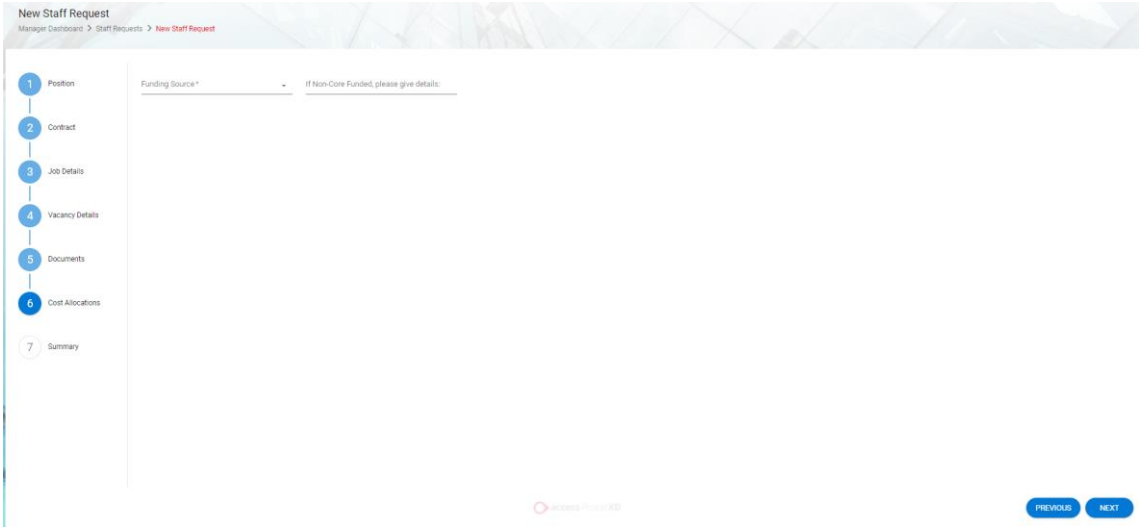
On the next screen, click on **OK** and check if the file has uploaded correctly:





Click on Next

Screen 6: Cost Allocations



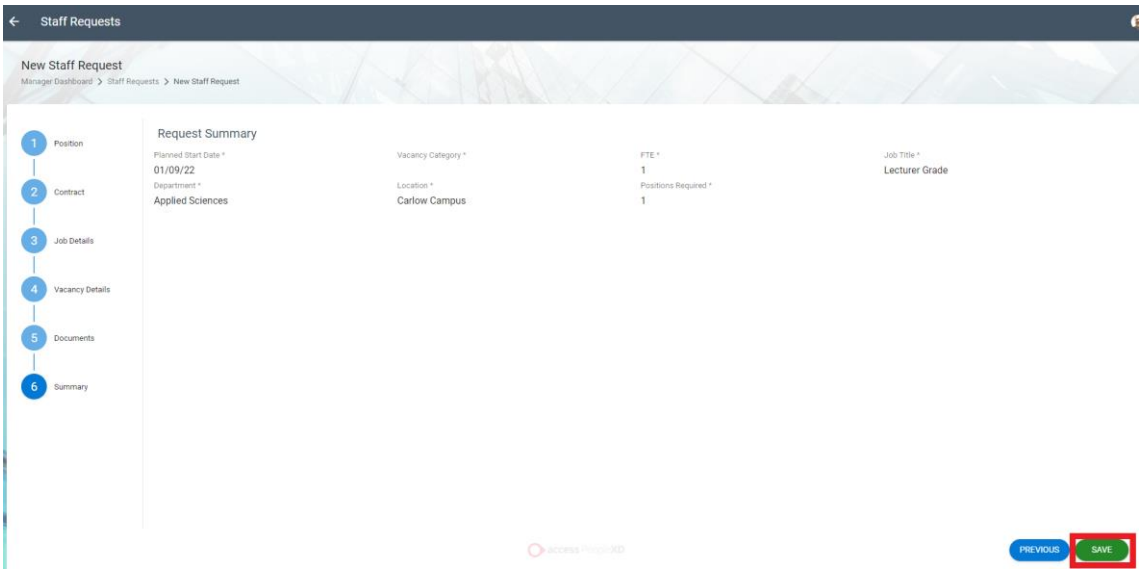
Field	Description	Mandatory/ Optional	Feeds into the vacancy?
Funding Source	Choose appropriate option (i.e. Core/Exchequer Funded or Non-Core Funding Source).	Mandatory	N
If Non-Core Funded, please give details:	If Non-Core Funding Source has been selected for the **Funding Source** field, please give details of non-core funding in this free text field.	Optional	N

Screen 7: Summary

At this stage of completing the form, screens with incomplete fields will be highlighted in red in the left-hand menu.

Note: if all mandatory fields are not completed, the system will not allow you to submit the request.

- Click ‘Save’ on the Summary page (Screen 7).



On the “Save and Submit” dialog box on the next screen:

- Choose **Option 1 - “No”** if you are not yet ready to submit the request for approval. The request can be accessed from the Manager Dashboard > Recruitment > Staff Requests (View) > My Requests and filtering by ‘Planned’. Click on the ellipsis beside the relevant request and choose Edit.
- Choose **Option 2 – “Yes”** if you are ready to submit the staff request for approval. This submits the staff request to the first stage of the Staff Request workflow you have selected in Screen 4 > Vacancy Details > Vacancy Type field. A message will display to say the request was submitted successfully.

Check the approval status of a staff request

- Portal > Manager Dashboard > Recruitment > Staff Requests > View > My Requests > Filter by “submitted”.
- Find request > click the 3 dots > View.
- Navigate to Screen 7 (Summary screen) and scroll down to the end.

You will be also be notified by email to Microsoft Outlook at each stage of the approval process.

Re-submit a staff request that has been rejected

- Portal > Manager Dashboard > Recruitment > Staff Requests > View > My Requests > My Requests > Filter by “rejected”.
- Click the 3 dots beside the request you wish to amend > choose “Copy”.
- Then filter by “planned” – the request will be at the top of the list. Click the 3 dots beside the request > choose “Edit”.
- Make the necessary amendments and submit.

Copy a previously approved staff request

- Portal > Manager Dashboard > Recruitment > Staff Requests > View > My Requests > My Requests > Filter by “approved” or “complete”.
- Click the 3 dots beside the request you wish to copy > choose “Copy”.
- Then filter by “planned” – the request will be at the top of the list. Click the 3 dots beside the request > choose “Edit”.
- Amend dates etc. as required and submit.

Links to Further Resources

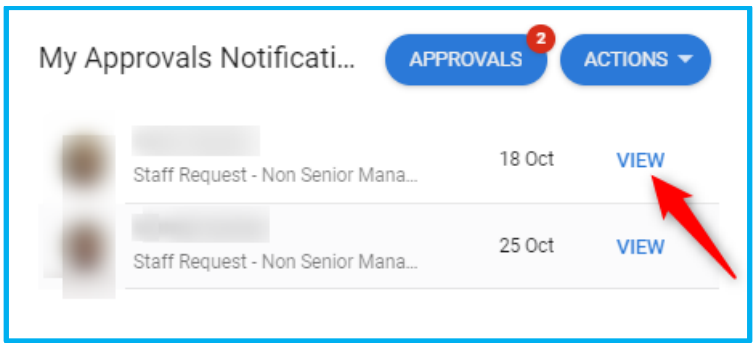
E-Recruit Quick Reference Guide for Managers
Video – Creating Staff Requests (11:39 mins)

2. Approve a Staff Request

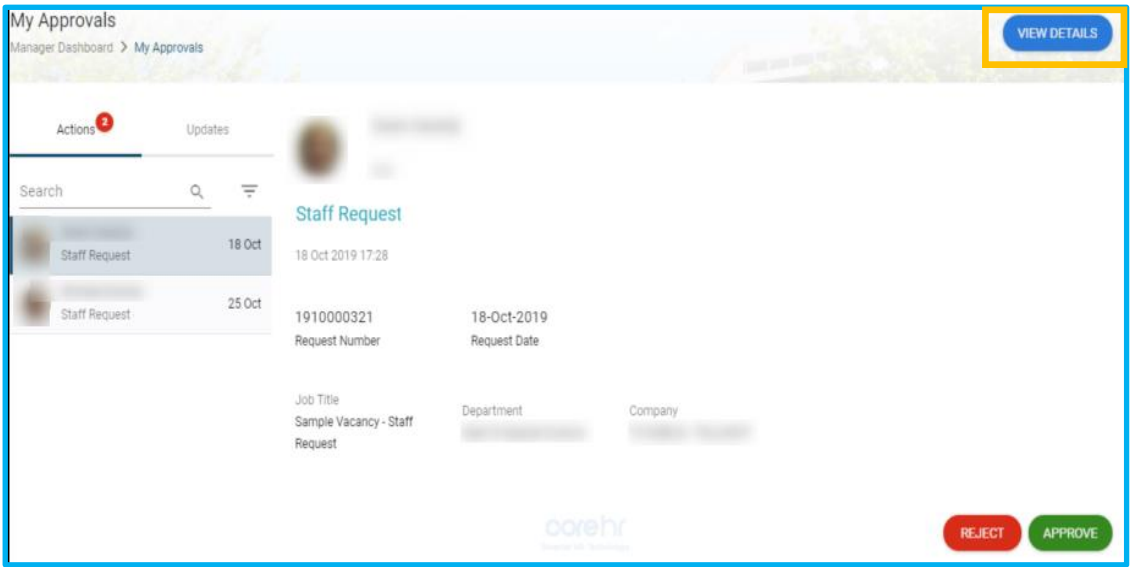
How to approve a Staff Request

Step 1: To view the request that needs to be approved, log in to Core Portal using Google Chrome via the SETU Homepage > Staff Hub > Access CoreHR > Core Portal button and view Manager Dashboard > Approvals.

Step 2: All staff requests appear in the "My Approvals Notifications" widget on the Manager Dashboard and the name of the person who requested the staff request will be shown - click on "view" to see the details.

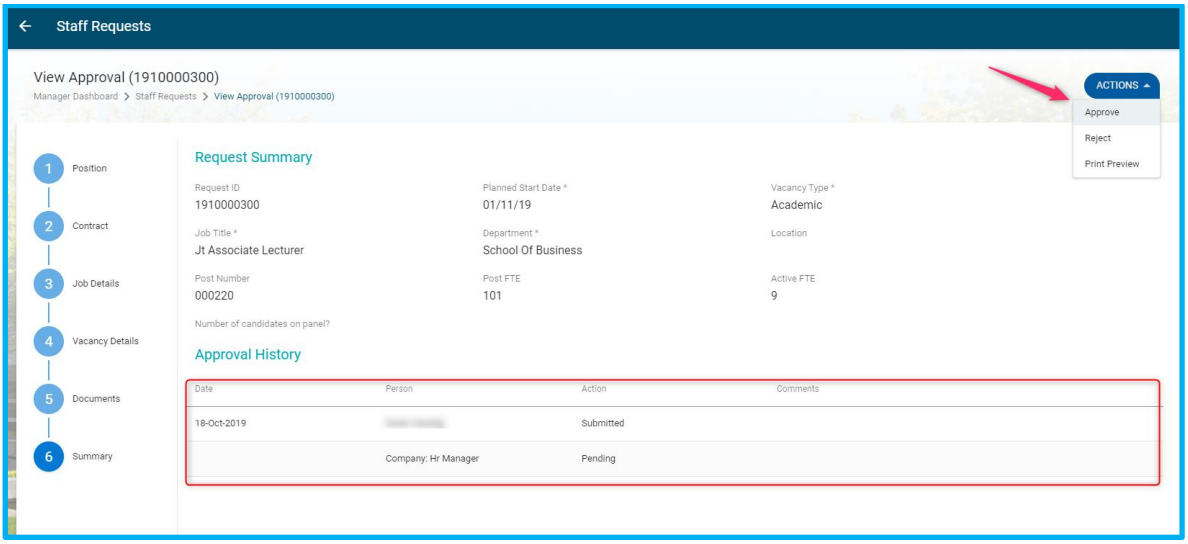


Step 3: Click "View Details" on the following screen:



Step 4: View each screen 1-6 that have been completed by the staff requester.

Step 5: On the summary page (Screen 7) choose Actions > Approve/Reject (as applicable) and enter the approval or rejection comments when prompted. The Approval History for the vacancy can be viewed at the bottom of this screen.



- A message will display on screen to confirm the approval has completed successfully and a notification will automatically issue to the next Staff Request Approver in the process.

- Each approver will follow the same steps in order to approve the Staff Request.

- Once the final approver approves the request, a notification will issue to the person who submitted the Staff Request informing them it has been fully approved.